

PAPER - VI

EDUCATIONAL ADMINISTRATION

SECTION - I (MCQs)

1. The main purpose of the supervision of teaching should be the:

- (a) Advancement of pupil welfare
- (b) Proper utilization of school facilities
- (c) Carrying out of the curriculum
- (d) Achievement of success in examination

2. Supervision should be primarily:

- (a) Preventive and critical
- (b) Preventive and corrective
- (c) Constructive and creative
- (d) Construction and critical

3. The basic purpose of supervision is to help:

- (a) Teachers in improving methods
- (b) Teachers in understanding pupil
- (c) Teachers in dealing pupils
- (d) Children learn more effectively

4. The elementary school teachers are directly responsible to the:

- (a) Headmaster
- (b) DEO
- (c) Parents
- (d) Students

Educational Administration

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5. The criticism most frequently leveled at school administrators is that:

- They like praise
- They are too lazy
- They fail to provide leadership
- They do not know teachers

6. The school headmaster are expected to:

- Put into operation the course of study
- Hold daily meetings
- Prepare the budget
- All of the above

A supervisor is one who:

- Provides friendly help
- Inspects classrooms
- Gives directions
- Criticizes the teaching method

The effective supervision is indicated by:

- Good relations between teacher and supervisors
- Helping teachers in their teaching
- Helping teachers becoming more self sufficient
- Criticizing teacher's lessons

The school policy should be determined by:

- The professional educators
- Headmasters
- Citizens
- Citizens and educators

10. The chief responsibility of the principal is:
 - (a) Organize and administer the guidance programme
 - (b) Provide leadership in instructional plan
 - (c) Maintain school records
 - (d) Handle discipline problems
11. Indication of democratic attitude is:
 - (a) Equal rights
 - (b) Participation
 - (c) Cooperation
 - (d) All of the above
12. The history of administration goes back to:
 - (a) 3000 BC
 - (b) 4000 BC
 - (c) 5000 BC
 - (d) 6000 BC
13. Administration means:
 - (a) To look after
 - (b) To protect
 - (c) To run
 - (d) To establish
14. The function of educational administration and management is:
 - (a) Instructional tasks
 - (b) Non-Instructional tasks
 - (c) Both a & b
 - (d) None of a & b
15. Provision of good educational environment is:
 - (a) Instructional tasks
 - (b) Non-Instructional tasks
 - (c) Both a & b
 - (d) None of a & b
16. Arrangement of physical resources is:
 - (a) Instructional tasks
 - (b) Non-Instructional tasks
 - (c) Both a & b
 - (d) None of a & b
17. The main types of administration are:
 - (a) 2
 - (b) 3
 - (c) 4
 - (d) 5

18. Which is not the type of administration:
 - (a) Instructional administration
 - (b) Authoritarian administration
 - (c) Democratic administration
 - (d) Laissez Faire administration
19. Which is not the characteristic of authoritative administration:
 - (a) Rudeness
 - (b) Suppressing the subordinates
 - (c) Strict discipline
 - (d) Sharing
20. Authoritative administration is based on:
 - (a) Dictatorship
 - (b) Mutual sharing
 - (c) Non-Interference
 - (d) None of the above
21. Democratic administration is based on:
 - (a) Dictatorship
 - (b) Mutual sharing
 - (c) Non-Interference
 - (d) None of the above
22. Laissez Faire administration is based on:
 - (a) Dictatorship
 - (b) Mutual sharing
 - (c) Non-Interference
 - (d) None of the above
23. "Boss is right" is the feature of:
 - (a) Authoritative administration
 - (b) Democratic administration
 - (c) Laissez Faire Administration
 - (d) All of the above
24. Respect of opinion is the feature of:
 - (a) Authoritative administration
 - (b) Democratic administration
 - (c) Laissez Faire Administration
 - (d) All of the above

25. Sense of responsibility is not cared in:

- Authoritative administration
- Democratic administration
- Laissez Faire Administration
- All of the above

26. Literal meaning of supervision is:

- Superior Knowledge and Power
- Superior knowledge and service
- Superior efforts and services
- None of the above

27. "Supervision is not to control the teacher but to work cooperatively" is the saying of:

- Glatthorn
- Hoy and Forsyth
- Harris
- Glickman

28. Who said "Supervision is the set of services and processes for teacher development to attain goals of school".

- Glatthorn
- Hoy and Forsyth
- Harris
- Glickman

29. In teaching learning process supervision is usually carried out by:

- Principal
- Teacher
- Parents
- Society

30. "Assessment of how well a school is performing" is:

- Administration
- Supervision
- Inspection
- All of the above

31. According to Fayol, elements of administration are:

- 4
- 5
- 6
- 7

32. According to Gulick and Urwick, elements of administration are:

- 4
- 5
- 6
- 7

33. In "POSDCORB" CO stands for:

- Cooperation
- Collection
- Coordinating
- Correlation

34. To make arrangements is the part of:

- Planning
- Organizing
- Commanding
- Coordinating

35. Execution of plans and decisions is the part of:

- Planning
- Organizing
- Commanding
- Coordinating

36. To bring harmony among all the elements of programme is:

- Planning
- Organizing
- Commanding
- Coordinating

37. School Budget includes:

- Development expenditure
- Non-development expenditure
- Both a & b
- None of a & b

38. BM stands for:

- Budget Money
- Budget Monitoring
- Budget Materials
- Budget Manual

39. Non-development budget includes:

- Salaries
- Running expenditures
- Maintenance of building
- All of the above

40. New Libraries, laboratories etc are constructed under:

- Development Budget
- Non-development budget
- Both a & b
- None of a & b

41. Leadership is the ability:
 (a) To influence
 (b) To motivate
 (c) To achieve organizational goals
 (d) All of the above

42. Staff development means:
 (a) Recruiting staff (b) Training staff
 (c) Increasing staff (d) Decreasing staff

43. Selecting one course of action among various alternatives is:
 (a) Planning (b) Organizing
 (c) Decision making (d) Coordinating

44. Who is called father of scientific management theory:
 (a) Fredrick Tylor (b) Henry Fayol
 (c) Elton Meo (d) Terry and Franklin

45. Who is the father of operational management theory:
 (a) Fredrick Tylor (b) Henry Fayol
 (c) Elton Meo (d) Terry and Franklin

46. All Govt. grants and expenditures are maintained in:
 (a) Cash Register (b) Acquittance Roll
 (c) Contingent Register (d) Stock Register

47. In case of GPF advance, the no. of installments for refunding is:
 (a) 24 (b) 36
 (c) 30 (d) 40

48. Developing alternatives is a step of:
 (a) Organization (b) Planning
 (c) Direction (d) Control

49. How funds in a given period will be obtained and spent is:
 (a) Allocation (b) Expenditure
 (c) Budget (d) Receipt

50. ACR means
 (a) Annual confidential report
 (b) All correct responses
 (c) Annual correct report
 (d) Annual confidential result

51. Type of supervision encouraging variety, originality and independent experimentation is:
 (a) Preventive (b) Corrective
 (c) Constructive (d) Creative

52. Who advocated bureaucratic theory?
 (a) Campbell (b) Herzberg
 (c) Max Weber (d) Henry Fayol

53. Directing must be consistent with:
 (a) Organizational policies (b) Procedures
 (c) Job descriptions (d) All of the above

54. In case of new recruitment the probation period is:
 (a) 03 years (b) 02 years
 (c) 01 year (d) 06 months

55. The Power delegated throughout an organization is:
 (a) Control (b) Command
 (c) Centralization (d) Decentralization

56. The father of modern theory of management is:
 (a) Tyler (b) Henry Fayol
 (c) Max Weber (d) Gullick

57. The smallest interacting parts of a systems are:
 (a) Input (b) Components
 (c) Structure (d) Feed back

58. Which pension is granted to civil servant who retires in the age of sixty:
 (a) Superannuation (b) Invalid
 (c) Retiring (d) Compensation

59. All financial transaction of the school occurring from day to day is entered in:
 (a) Cash Book (b) Stock Register
 (c) Log Book (d) Service Book

60. The process of directing others, towards the accomplishment of some objectives is:
 (a) Communication (b) Managing
 (c) Leadership (d) None of the above

61. Micro Planning is done in:
 (a) Top Management
 (b) Middle Management
 (c) Lower Management
 (d) Middle & Lower Management

62. The ACR can not be initiated for the period of less than:
 (a) Two months (b) Three months
 (c) Five months (d) Four months

63. The individual in the group given the task of directing and coordinating is:
 (a) Leader (b) Supervisor
 (c) Instructor (d) Guide

64. A choice made between two or more alternative is called:
 (a) Assumption (b) Decision
 (c) Reporting (d) None of the above

65. The cash book is maintained by:
 (a) DDO (b) Dy. DEO
 (c) DEO (d) EDO

66. Authoritarian model is more suitable for:
 (a) Confidence (b) Improvement
 (c) Achievement (d) Discipline

67. Teachers salaries and allowances collectively are written in:
 (a) Cash Register (b) Acquittance Roll
 (c) Contingent Register (d) Stock Register

68. To motivate the other to achieve certain goals is:
 (a) Planning (b) Leading
 (c) Controlling (d) Organizing

69. A programme of activities which is designed to attain educational ends is:
 (a) Learning (b) Curriculum
 (c) Instruction (d) Syllabi

70. Superannuation/retirement age in Pakistan is:
 (a) 65 years (b) 62 years
 (c) 60 years (d) 58 years

71. Pension is given if the retirement is after service of:
 (a) 20 years (b) 15 years
 (c) 35 years (d) 25 years

72. Person who possesses qualities of leadership is:
 (a) Leader (b) Manager
 (c) Administrator (d) Officer

73. The process of making judgment is called:
 (a) Budgeting (b) Evaluation
 (c) Demonstration (d) Documentation

74. The characteristics of good planner are:
 (a) Optimistic (b) Motivator
 (c) Producer (d) All of them

75. What does E & D Rules mean:
 (a) Efficiency and duty rules
 (b) Efficiency and department rules
 (c) Efficiency and discipline rules
 (d) Effective and discipline rules

76. A.D.P is an abbreviation of:
 (a) Annual Development Programme
 (b) Annual Duty Programme
 (c) Annual Division of Performance
 (d) Annual Debating Programme

77. Education in Pakistan is the responsibility of which government under devolution of power:
 (a) Federal (b) District
 (c) Divisional (d) Provincial

78. The power is concentrated in the hands of one or few people in:
 (a) Control (b) Command
 (c) Decentralization (d) Centralization

79. What is central to administration:
 (a) Organization (b) Communication
 (c) Decision making (d) Coordination

80. In POSDIR, R stands for:
 (a) Reporting (b) Response Reply
 (c) Representing (d) Directing

81. S.N.E. is an abbreviation of:
 (a) Schedule of new experience
 (b) Schedule of new entry
 (c) Schedule of new expenditure
 (d) System of new entry

82. The teacher is considered in the world as
 (a) Religious agent (b) Change agent
 (c) Social agent (d) Political agent

83. The level of school administration can best be judged through:
 (a) Head teacher-teacher relations
 (b) Beautiful building
 (c) Learning out comes
 (d) Teachers students relations

84. Acquittance roll is used for:
 (a) Salary disbursement (b) Stock
 (c) Govt. grants (d) Expenditures

85. The degree to which organizational resources contribute to productivity is:
 (a) Effectiveness (b) Efficiency
 (c) Out put (d) Production

86. All transactions should be entered in which register:
 (a) Fee (b) Cash
 (c) Funds (d) Withdrawal

87. Coordinating, stimulating and directing the growth of teacher is the purpose of:
 (a) Administration (b) Inspection
 (c) Supervision (d) Management

88. The concept of inspection was first introduced in:
 (a) Pakistan (b) India
 (c) England (d) China

89. Budgeting is an estimation of:
 (a) Income and Investment
 (b) Investment
 (c) Income and Expenditure
 (d) All of the above

90. The authorized person of staff performance is:
 (a) Teacher (b) Head teacher
 (c) Student (d) Clerk

91. An element of fear and anxiety is found in:
 (a) Supervision (b) Guidance
 (c) Management (d) Inspection

92. Expenses of newspapers, coal, ice, stationery written in:
 (a) Cash Register (b) Acquittance Roll
 (c) Contingent Register (d) Stock Register

93. In Laissez faire Leadership – the leader:
 (a) Controls the group (b) Motivates the group
 (c) Avoids the group (d) Appreciate the group

94. M.I.S. is the abbreviation of:
 (a) Measurement Information System
 (b) Management Information System
 (c) Module Information System
 (d) Management Information Strategy

95. The successful and systematic working of a school depends on suitable:
 (a) Teacher (b) Time Table
 (c) Curriculum (d) Location

96. Selecting people to meet needs of activities is:
 (a) Planning (b) Staffing
 (c) Organizing (d) Controlling

97. Stock register is used for writing stock:
 (a) Purchased from Govt. Grant
 (b) Purchased from Contingent grant
 (c) Purchased from Donation
 (d) All above

98. Correspondence register is used:
 (a) Dispatching mail (b) Receiving mail
 (c) Both a&b (d) None of a & b

99. Private schools in Pakistan were Nationalized in:
 (a) 1962 (b) 1982 (c) 1972 (d) 1992

100. In which register, remarks are written when a student is commended for a special merit or report or punished for misbehaviour.
 (a) Accession Register (b) Conduct Register
 (c) Examination Register (d) Log Book

101. The determination of human and material resources for successful management is:
 (a) Planning (b) Organizing
 (c) Leading (d) Controlling

102. Inspection officers of education department pen down the particulars, merits, demerits and views in:
 (a) Accession Register (b) Conduct Register
 (c) Examination Register (d) Log Book

103. Wastage of resources, time and work is prevented in administration by the function of:
 (a) Staffing (b) Directing
 (c) Coordination (d) Budgeting

104. Which register is used to convey the orders to head of institution and Govt. to employee:
 (a) Log Book (b) Order Book
 (c) Correspondence Register (d) Movement Register

105. For how many consecutive days absence without leave, name of girls shall be struck off the rolls.
 (a) 6 (b) 8 (c) 10 (d) 12

106. For how many consecutive days, absence without leave, name of the boys shall be struck off the rolls.
 (a) 6 (b) 8
 (c) 10 (d) 12

107. When is stock annually checked or physically verified.

- 1st January
- 1st April
- 30th June
- 31st December

108. How much concession fees is admissible for brothers/ sisters of a student in an institution under same management.

- Full
- Half
- One third
- One fourth

109. What is the minor penalty under E & D rules.

- Censure
- Without promotion of increments
- Stoppage of efficiency bar
- All above

110. What is the major penalty under E & D rules.

- Reduction to a lower grade and recovery of loss
- Compulsory retirement
- Removal & dismissal from service
- All above

111. Casual leaves per annum are:

- 10
- 15
- 20
- 25

112. Maximum leaves sanctioned at a time under ordinary circumstances are:

- 5
- 10
- 15
- 20

113. Maximum casual leaves sanctioned at a time under special circumstances are:

- 5
- 10
- 15
- 20

114. Earned leaves that a civil servant in vacation department can avail per month:

- One
- Three
- Five
- Seven

115. Earned leaves that a civil servant in non-vacation department can avail per month:

- One
- Two
- Four
- Six

116. Who belongs to vacation department.

- Head of institution
- Clerk
- Grade - 4 Servant
- Teacher

117. The earned leave account of Gazetted servants is maintained by:

- Head of Institution
- District Education Officer
- District Accounts Officer
- Executive Officer

118. Earned leaves of non-gazetted officers maintained.

- Order Book
- Service Book
- Log Book
- Acquittance roll

119. The maximum period of leave on full pay without medical certificate is.

- 100 days
- 120 days
- 140 days
- 180 days

120. The maximum period of leave on full pay that can be granted at one time with medical certificate is:

- 100 days
- 120 days
- 140 days
- 180 days

121. The leaves that can not be refused is:
 (a) Causal Leave (b) Medical Leave
 (c) Recreation Leave (d) All above

122. The maximum period of leave without pay is:
 (a) 1 year (b) 2 years
 (c) 5 years (d) 7 years

123. The maximum period of leave preparatory to retirement is:
 (a) 100 days (b) 200 days
 (c) 300 days (d) 365 days

124. The salary is given as leave encashment for:
 (a) 180 days (b) 200 days
 (c) 300 days (d) 365 days

125. The condition for leave encashment is:
 (a) Complete 30 years of service
 (b) Surrendered LPR
 (c) Both a & b
 (d) None of a & b

126. The period of maternity leave is:
 (a) 60 days (b) 90 days
 (c) 100 days (d) 120 days

127. Maternity leave can be availed by ladies in non vacation departments for:
 (a) One time (b) Two times
 (c) Three times (d) Four times

128. How many times maternity leave can be availed by female servants in vacation department.
 (a) Two time
 (b) Three times
 (c) Four times
 (d) At all times when needed

129. The period of study leave for the Degree of Doctorate is:
 (a) One year (b) Two years
 (c) Three years (d) Four years

130. The budget in which grants for new construction are demanded is:
 (a) Annual Budget
 (b) Development Budget
 (c) Non-development Budget
 (d) Supplementary Budget

131. The budget in which salaries of employees are demanded is:
 (a) Annual Budget
 (b) Development Budget
 (c) Non-development Budget
 (d) Supplementary Budget

132. The source of income of school is.
 (a) Govt. Grants (b) Funds
 (c) Donations (d) All above

133. Funds of schools are received from:
 (a) Govt. (b) Teachers (c) Students (d) Donation

134. The use of funds received from students is:
 (a) Deposited in Govt. treasure
 (b) Spent on students only
 (c) Spent on institution only
 (d) Spent on students and institution

135. Tuition fee is received from:
 (a) Primary school students
 (b) Elementary school students
 (c) High School Students
 (d) None of above

136. The share of science fund in union fund at Elementary level is:
 (a) 10% (b) 25%
 (c) 50% (d) 75%

137. Money received and disbursed is entered in:
 (a) Log Book (b) Cash Book
 (c) Order Book (d) Acquittance roll

138. The least distance for which traveling allowance can be availed is:
 (a) 10km (b) 12km
 (c) 14km (d) 16km

139. School Management is concerned with:
 (a) Efficient use of resources
 (b) Effective educational environment
 (c) Achievement of Educational Objective
 (d) All above

140. Which one is not the basic Element of Management:
 (a) Planning (b) Organizing
 (c) Leading (d) Counselling

141. The characteristic of community is:
 (a) A group of interactive people
 (b) Same goal
 (c) Same culture, tradition and territory
 (d) All above

142. Who manages the elementary school at District Level.
 (a) AEO (b) Dy. DEO
 (c) DEO (d) DPI

143. School management committees were established on.
 (a) 1971 (b) 1984
 (c) 1994 (d) 2000

144. The function of school Management Committee is:
 (a) Provision of resources
 (b) to solve the problems faced by students and parents
 (c) To develop rapport between teacher and parents
 (d) All above

145. School Management Committee was renamed in 2000 as:
 (a) School Council
 (b) Parents Teachers Association
 (c) Students, Parents and Teachers Association
 (d) Student, Teacher Association

146. The space required for classroom in Elementary school is:
 (a) 0.40m^2 (b) 0.50m^2
 (c) 0.60m^2 (d) 0.70m^2

147. The space required for classroom in secondary school is.
 (a) $1/4\text{ m}^2$ (b) $1/2\text{ m}^2$
 (c) 1 m^2 (d) $1 \frac{1}{4}\text{ m}^2$

148. The biggest library in Pakistan is:
 (a) Punjab Public Library Lahore
 (b) Quaid-e-Azam Library Lahore
 (c) Public Library Multan
 (d) Dial Singh Library Lahore

149. Determination of human and material resources for successful management is:
 (a) Planning (b) Organizing
 (c) Leading (d) Controlling

151. The element that regulates the management activities is:
 (a) Planning (b) Organizing
 (c) Leading (d) Controlling

159. The special daily allowance of an officer in BPS-19 is:
(a) 430 (b) 700
(c) 450 (d) 825

160. The maximum limit for maternity leave is:
(a) 100 days (b) 90 days
(c) 25 days (d) 45 days

161. First statement of excesses and surrender is sent to department in month of:
(a) November (b) December
(c) January (d) February

162. The Service Book is maintained for the civil servants of grade:
(a) 1-5 (b) 1-15
(c) 5-16 (d) All Govt. Servants

163. Cash book should be written:
(a) Daily (b) Monthly
(c) Quarterly (d) Annually

164. Time table of a school depends upon:
(a) Activities in school (b) School working hours
(c) Number of teachers (d) Number of students

Marriage grant can be received by a government servant or the marriage of the daughter:
(a) 90 days before marriage
(b) Within 90 days after marriage
(c) With 120 days after marriage
(d) Within 180 days after marriage

Study leave is granted to a government servant after continuous service of:
(a) 2 Years (b) 3 Years
(c) 4 Years (d) 5 Years

167. All entries in cash book are initiated by:
(a) DDEO (b) DEO
(c) EDO (d) DDO

168. Layoff of an employee means:
(a) Decruitment (b) Suspension
(c) Retirement (d) Compulsory retirement

169. Job specification means:
(a) Requirement of job (b) Nature of job
(c) Scope of job (d) Description of job

170. Generally a primary school timing is
(a) 3-4 hours daily (b) 4-5 hours daily
(c) 5-6 hours daily (d) 6-7 hours daily

171. After the post created to control education in a district is
(a) Dy. DEO (b) DEO
(c) DDO (d) EDO

172. Sparkplug of the school is
(a) Curriculum (b) Syllabus
(c) Time table (d) School assembly

73. In 1964 Loontz and Donel divided management into five parts as
(a) POSDR (b) POSDI
(c) POSDC (d) POCCC

KEY MCQ's

1.	a	2.	c	3.	d	4.	a	5.	c
6.	a	7.	a	8.	c	9.	d	10.	b
11.	d	12.	c	13.	a	14.	c	15.	a
16.	b	17.	b	18.	a	19.	d	20.	a
21.	b	22.	c	23.	a	24.	b	25.	c
26.	a	27.	b	28.	a	29.	a	30.	c
31.	b	32.	d	33.	c	34.	b	35.	c
36.	d	37.	c	38.	d	39.	d	40.	a
41.	d	42.	b	43.	c	44.	a	45.	b
46.	a	47.	a	48.	b	49.	c	50.	a
51.	d	52.	c	53.	d	54.	a	55.	d
56.	b	57.	b	58.	a	59.	a	60.	b
61.	d	62.	b	63.	b	64.	b	65.	a
66.	d	67.	a	68.	b	69.	b	70.	c
71.	d	72.	a	73.	b	74.	d	75.	c
76.	a	77.	b	78.	d	79.	c	80.	a
81.	b	82.	b	83.	c	84.	a	85.	b
86.	b	87.	b	88.	c	89.	c	90.	b
91.	d	92.	c	93.	c	94.	b	95.	b
96.	b	97.	d	98.	c	99.	c	100.	b
101.	a	102.	d	103.	d	104.	b	105.	c
106.	a	107.	c	108.	b	109.	d	110.	d
111.	d	112.	b	113.	c	114.	a	115.	c
116.	d	117.	c	118.	b	119.	b	120.	d

121.	b	122.	c	123.	d	124.	a	125.	c
126.	b	127.	c	128.	d	129.	c	130.	b
131.	c	132.	d	133.	c	134.	d	135.	d
136.	b	137.	b	138.	d	139.	d	140.	d
141.	d	142.	c	143.	c	144.	d	145.	a
146.	c	147.	c	148.	a	149.	a	150.	d
151.	b	152.	a	153.	a	154.	a	155.	d
156.	a	157.	b	158.	a	159.	d	160.	b
161.	a	162.	b	163.	a	164.	b	165.	b
166.	d	167.	d	168.	d	169.	d	170.	c
171.	d	172.	c	173.	c				

PAPER – VII**CURRICULUM
DEVELOPMENT**